

Retention and Classification Report

Agency: Jordan School District (Utah). Riverton High School (3521)

12476 South Sliverwolf way
Riverton, UT 84065
801-256-5800

Records Officer

27198 Official transcripts

AGENCY: Jordan School District (Utah). Riverton High School

SERIES: 27198

3

TITLE: Official transcripts

DATES: 1999-

ARRANGEMENT: Chronological by year and thereunder alphabetical

DESCRIPTION:

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include transcripts for students who did not graduate but attended high school classes in the district (ninth to twelfth grades). They contain student's name, address, birth date, parents' names, list of high school classes and grades, graduation date, test scores, class ranking, grade point average, and Social Security number. They are part of the student cumulative file until they are weeded after graduation.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

AUTHORIZED: 02/24/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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(continued)

APPRAISAL:

Administrative Historical